Asana keyboard shortcuts

Task list

↵	Create a new task
:	Create a section by adding a colon at the end of a task name
Tab + **BKSP**	Delete selected task(s) (or: backspace when task name is empty)
⌘ ↵	Complete selected task(s)
Tab + **M**	Assign to me
Tab + **H**	♥ selected task
Tab + **Y**	Mark as Today
Tab + **U**	Mark as Upcoming
Tab + **L**	Mark as Later
ESC	Close right pane
Tab	Open right pane
↑ / ↓	Change selection
⌘ + **Shift** + ↑ ⌘ + **Shift** + ↓	Jump up/down to the next section
⌘↑ / ⌘↓	Move up/down
⌘ **Click**	Multi-select individual tasks
Shift + ↑ **Shift** + ↓	Select range
Shift + **Click**	Select range
⌘ **C**	Copy multi-selected tasks
⌘ **V**	Paste tasks (one per line)

Inbox

H	Show archive
S	Show My Inbox
F	Follow or unfollow
I	Archive
U	Move to My Inbox

Right pane

Tab + **C**	Jump to comment field
Tab + **A**	Assign selected task
Tab + **D**	Set due date
Tab + **F**	Add follower
Tab + **P**	Add project
Tab + **T**	Add tag
Tab + **S**	Add subtasks
Tab + ↵	Jump to the task list
Tab + **B**	What it sounds like
Tab + **X**	Focus mode

Application

Tab + **Q**	Quick Add task
Tab + **W**	Quick Add conversation
Tab + /	Search for a project, tag, person, conversation, or task
⌘ /	Show keyboard shortcuts

Text formatting

⌘ **B**	Bold
⌘ **I**	Italics
⌘ **U**	Underline
⌘ + **Shift** + **M**	Monospace
⌘ + **Shift** + **7**	Numbered list
⌘ + **Shift** + **8**	Bulleted list
⌘]	Increase list indent
⌘ [	Decrease list indent

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